



Waganakising Odawak
Little Traverse Bay Bands of Odawa Indians
Department of Kikaajik
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**LITTLE TRAVERSE BANDS OF ODAWA INDIANS
DEPARTMENT OF KIKAAJIK
SNOW REMOVAL SERVICES POLCY
POL-WOS 2013-008 063017-001-B**

I. Introduction. The purpose of this Policy is to layout guidelines and requirements for the LTBB Department of Kikaajik to provide Snow Removal Services to LTBB Tribal Elders.”

II. Definitions.

- A. **LTBB Tribal Elder:** means a Tribal Citizen of the Little Traverse Bay Bands of Odawa Indians who is 55 years or older.
- B. **SR:** means the LTBB Department of Kikaajik Snow Removal Services Program.
- C. **Household Income:** Includes all income received by occupants (residents) residing in the household. Verifiable documentation may include check stubs, federal income tax returns, and W-2 forms. In the case that a Resident Assistant is living with the Applicant, the Resident Assistant’s income shall not be recorded in calculating the Applicant’s total household income.
- D. **Resident Assistant:** means a person residing in an Elder’s home who is essential to the well-being and care of the Elder which may be due to an illness, handicap or disability, but is not obligated for the Elder’s financial support, furthermore would not live with the Elder except to provide the Elder with essential assistance as stated above.
- E. **Significant Other:** means a life partner, companion, and/or a Health Attendant or Resident Assistant, as defined.
- F. **Spouse:** means wife/husband of an LTBB Tribal Elder.
- G. **Verification of Limitations:** means verification from a licensed physician that the Elder has limitations that make them eligible for assistance.

III. Management. This program will be managed by the LTBB Department of Kikaajik.

IV. Funding. This regulation is in effect for snow removal funding in the LTBB Elder's Program. The funding may be allocated from Tribal General Fund and/or by a Title VI Grant from the Administration on Aging (AoA).

V. Program Assistance. The SR Program will provide snow removal services to LTBB Tribal Elders residing within the LTBB Reservation and Emmet County

VI. Eligibility Criteria.

A. In order to receive snow removal service, the following criteria must be met:

1. Applicant must be a LTBB Tribal Elder.
2. Applicant must complete an application with the LTBB Department of Kikaajik annually.
3. Applicant must meet the income eligibility requirements which were established by The Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA).
4. Applicant must live alone with verifiable health limitations or have a spouse or significant other with verifiable health limitations that prevents them from performing the snow removal themselves.
5. Applicant must reside on LTBB Reservation or in Emmet County, MI

VII. Processing Requests.

A. Application.

1. A completed application must be on file in the LTBB Department of Kikaajik annually. The applications will be placed in the Odawa Newsletter each calendar year. In addition, an updated version of the program's application will be posted on the LTBB website by the Department of Kikaajik by July 1st of each calendar year. The application may also be obtained by calling the LTBB Department of Kikaajik Office to request an application or the application can be obtained in the LTBB Department of Kikaajik Office located at the LTBB Government Building, 7500 Odawa Circle, Harbor Springs, MI 49740. Applications will be accepted thru October 15 of the calendar year.
2. The annual application will require:

- a. Name, contact information, enrollment number and statement of need.
 - b. All Household income information: Social Security statement, retirement payment information or other verifiable income (i.e. rental income, part-time employment, cottage crafts, and reportable gambling winnings).
 - c. Verification of limitations.
 - d. A signature by the LTBB Tribal Elder as verification that all information is true and correct to the best of their knowledge.
3. Application may be denied based on availability of funds
- B. Method of Payment.** Once the LTBB Tribal Elder has applied for the SR Program and he/she has been determined to meet the eligibility requirements, a requisition will be submitted to the LTBB Accounting Office for direct payment to the contracted vendor.

VIII. Services. The snow removal services will be provided by a vendor contracted by LTBB. The specific services for each eligible LTBB Tribal Elder will be done according to approved needs.

A. Certification:

1. Prior to contracting a vendor, the LTBB is responsible for verifying that the vendor has provided proof of liability insurance and has passed a System Award Management (SAM) check to ensure that the vendor capable of working with the necessary type of government funding used by the tribe.

IX. Determination: The LTBB Department of Kikaajik Director will make the determination or decision administering this Policy and all disputes with the determination may be taken to the Direct Services Administrator for review or for a re-determination.

CERTIFICATION

As Chairperson, I certify that I approve of this Snow Removal Services Program Policy. This Snow Removal Services Program Policy will be posted for public comment and may be amended pursuant to public or staff comments before submission to Tribal Council.

Date: _____

Tribal Chairperson